

Attachment 2

Scope of Work Example

Budget Example

Project Application Checklist (original)

Title Opinion Example

EXAMPLE: Scope of Work

Title of Project
Grant Recipient Name

Project Description

Information about the parcel(s) to be acquired or for which an easement is being obtained, including details such as:

- Size – acreage and length of frontage on coastal waters
- Location of the Site, including uses of adjacent parcels, proximity to developed areas, etc.
- Environmental Significance – habitat types with acreages; values provided; nature of and relationship to surrounding environment
- How the project meets the statutory intent of the CELCP
- Current use and ownership of the property, and use, ownership, and management of the property once acquired – who will own and/or maintain the site, and in what capacity will the site be used (e.g., open space, public access, natural or cultural resource protection)
- Other pertinent information – site history, project partners, relationship of the acquisition to other planned/existing acquisitions, etc.

Project Timeline

October 1, 2006 - March 31, 2008 (most awards) Note: must begin/end on the 1st/30th or 31st

[The start date of the award should be 120 days from the date you submit your application, unless we have arranged for a shorter timeframe.]

Benchmarks: Describe the steps required to bring your project to closure during the timeframe of the award. Include target dates by which you expect to complete each of these steps and close on the property. Examples of benchmarks include:

- Identify site(s) for purchase
- Acquire appraisal
- Complete negotiations with landowner(s)
- Secure or prepare other required documentation (e.g., evidence of title, maps, checklist)
- Submit documentation to NOAA for approval
- Close on property

EXAMPLE: Budget

Project Budget Information

This section should include a narrative that discusses the costs of the acquisition and in particular account for the use(s) of the CELCP funds and the source(s) of the state/local share. The total cost of the project needs to reflect the 1:1 match obligation. Grants from other federal funding sources may not be used to meet state/local match except as allowed by law. Funds used for match may not have been used previously to match any other project.

If the federal funds are to be used for, or if state/local match is being derived from, costs other than the purchase price, for example, costs of the title opinion, appraisal, environmental assessment, etc. this should be explained and a summary of the costs by category should be provided (example table follows). Non-purchase costs are limited to 5% of the federal share. Costs must also be incurred within the award period of your grant. With prior approval, they may be incurred up to 90 days prior to the start of your award.

If any match is to be derived from an in-kind purchase or donation of property, the property and costs should be described and the relevance to the project explained. In-kind acquisitions must have occurred no more than three years prior to the date of this application, or else must occur within the grant period.

Example Budget Table

Category	Federal Share	State/Local Share	Category Totals
Personnel			
Fringe			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Totals			

Project Application Checklist

(Note: NOAA may modify this checklist as needed, consistent with the Paperwork Reduction Act, to effectively implement the project application and selection process.)

The project applicant must complete and sign this Project Checklist and submit it to the National Oceanic and Atmospheric Administration, along with the other required application materials, in order to receive approval of a project.

Applicant and Project Information

1. State: _____ Award Number: _____

2. Project Title:

3. Project Location (Approximate): (City, County, Address or Major Intersections)

4. Project Applicant:

5. Total Cost: \$ _____	CELCP Federal share (requested amount): \$ _____
	State/Local Match Contributions: \$ _____
	Other Federal \$: \$ _____
	Other Non-Federal \$: \$ _____

I ATTEST TO THE FOLLOWING: (1) THE STATEMENTS MADE AND OTHER INFORMATION PROVIDED IN THIS CHECKLIST ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE; (2) THE RECIPIENT HAS ON FILE THE DOCUMENTS IDENTIFIED IN THIS CHECKLIST; AND (3) I UNDERSTAND THE CONSEQUENCES OF NON-COMPLIANCE WITH THE SPECIAL AWARD CONDITIONS THAT WILL BE PLACED ON THIS GRANT.

Signature of Applicant

Date

Name of Signatory (please print or type):

Title:

Address:

Phone Number/Email:

6. Project Description: (Briefly describe the nature of the project, location, expected benefits, and explain any special circumstances noted elsewhere on the checklist. Do not simply reference information contained elsewhere in your application.)

7. Project Eligibility: (CELCP projects should meet all of these criteria, please explain any blanks above.)

The proposed project:

- ___ is located in a coastal or estuarine area;
- ___ provides 1:1 match in the form of non-federal funds or other in-kind value;
- ___ will be held in public ownership and provide for conservation in perpetuity;
- ___ will provide for access to the general public, or other public benefit, as appropriate and consistent with resource protection;
- ___ protects important coastal and estuarine areas that have significant conservation, ecological, historical, aesthetic, or recreation values, or that are threatened by conversion from their natural or recreational state to other uses;
- ___ can be effectively managed and protected;
- ___ directly advances the goals, objectives, or implementation of state coastal management plan or program or NERR management plan approved under the Coastal Zone Management Act (CZMA), national objectives of the CZMA, or a regional or state watershed protection plan involving coastal states with approved CZM plans; and
- ___ is consistent with the state's approved CZM program.

8. Ownership and Management

- a. What are the legal rights that will be acquired? _____ Fee title _____ Easement
_____ Other (*please explain*)
- b. If an easement, what is the life of the document? _____ In perpetuity _____ Duration
(*please specify, e.g., in years*)
- c. What public agency will hold title to the land?
- d. Is a long-term stewardship or management strategy attached that describes the proposed method for ensuring long-term operations, maintenance, and safety needs related to the property?
_____ Yes _____ No
- e. What type of activities/uses currently occur and are envisioned to occur on the property?
- f. Will the recipient contract with a private or non-profit organization to complete part or all of this project? _____ Yes _____ No
If Yes, the name of the organization is:

9. What is the acreage of the proposed project or property to be acquired (via fee title or easement)?

10. What values are contained within the proposed project or property to be acquired?

Ecological – what type of habitats, species, or other features of significant ecological value are contained on the property? (include acreage where appropriate)

Historical – what historical features of significant value are contained on the property?

Aesthetic – what is the aesthetic value of the property? what significant contribution does this property make to the aesthetic character of the surrounding area?

Recreational – what is the property's significance with regard to coast-dependent or nature-based recreation?

Conservation – what values does this land provide in terms of establishing linkages or corridors among existing conservation lands, filling conservation gaps in the geographic area, or protecting land from converting to other uses?

11. Public Benefit:

a. The acquisition will be publicly held or under publicly controlled easement and is for public benefit. The project does not improve private property for private or commercial gain.

_____ Yes _____ No

b. The property will be accessible to the general public. _____ Yes _____ No

c. If the answer to 11.b. is No, check any of the following reasons that apply and explain why access to the property will be limited.

_____ Public Safety _____ Resource Protection _____ Geographically Isolated/Inaccessible

_____ School Outings _____ Scientific Research _____ Other (Please explain.)

d. The property will be leased or rented. _____ Yes _____ No If yes, please explain.

e. The public will be charged a user fee for access to or activities on the proposed property.

_____ Yes _____ No

If Yes, please attach a description of the user fee that includes: how much, differential fees (if any), the need for the fees, and proposed use of the revenue.

12. Title Opinion and Appraisal:

a. Documentation that the current owner is a willing participant in a process of negotiation for possible sale of property, or interests in property, for conservation purposes is attached. (This documentation may be in the form of a letter of willingness or intent, option letter, contract, or similar form.) _____ Yes _____ No

b. The applicant has obtained and attached an independent appraisal performed by a state-certified appraiser. _____ Yes _____ No

c. A title opinion or certificate is attached. _____ Yes _____ No

13. Location and Site Maps: Site and location maps are attached. _____ Yes _____ No

Attach a regional map showing the general location of the project and a map of the project site, which shows the location and extent of the proposed acquisition, as well as relationship to

significant natural features (slope, wetlands, dunes, floodplains, access, etc.) and adjacent land uses.

14. State Historic Preservation Officer's (SHPO's) Clearance and National Historic Preservation Act:

a. The project will affect properties listed on the National Register of Historic Places (www.cr.nps.gov/nr/), eligible to be listed, or otherwise protected by section 106 of the National Historic Preservation Act (www2.cr.nps.gov/laws/NHPA1966.htm) or a similar State Preservation Act. ____ Yes ____ No

b. The Recipient has on file the SHPO's clearance. ____ Yes ____ No (If No, the Recipient certifies, by signing this checklist, that the SHPO clearance is being sought and that land will not be purchased until SHPO clearance is received by the Recipient.)

15. National Flood Insurance Program:

a. Is the project located in a designated floodway or "V" zone on a National Flood Insurance Program Floodway Map (www.fema.gov/maps/)? ____ Yes ____ No (If No, go to Q.16)

b. Is the community in which the project is located in special flood hazard areas shown on an FIA map is participating in the Flood Insurance Program (www.fema.gov/nfip).
____ Yes ____ No

16. Coastal Barriers Resource Act: The project is located on an undeveloped coastal barrier designated by the Coastal Barriers Resources Act (www.fws.gov/cep/cbrunits.html). ____ Yes ____ No

If the answer to 16. is Yes, attach to this checklist a brief analysis as to how the proposed project is consistent with the three CBRA purposes: to minimize (1) the loss of human life, (2) wasteful federal expenditures, and (3) damage to fish, wildlife and other natural resources.

17. Endangered Species Act: Might the proposed project affect threatened or endangered species or critical habitat under the jurisdiction of the National Marine Fisheries Service (NMFS) or U.S. Fish and Wildlife Service (USFWS) as defined by the Endangered Species Act? (<http://endangered.fws.gov/> or <http://www.nmfs.noaa.gov/endangered.htm>). ____ Yes ____ No

If the answer to 17. is No, please provide a brief statement explaining the basis for the conclusion. If the answer to 17. is Yes, attach a description of the effects (minor and significant effects), the species or habitat affected, and any coordination between the state and the USFWS or NMFS. OCRM will not approve a project that USFWS or NMFS has determined will significantly affect threatened or endangered species or critical habitat.

18. Magnuson-Stevens Fishery Conservation and Management Act: Could the proposed project have significant adverse impacts on essential fish habitat for federally managed fish? ____ Yes ____ No

19. National Environmental Policy Act:

a. The proposed project may significantly affect the human environment. ____ Yes ____ No

b. The proposed project involves unresolved conflicts concerning alternative uses of available resources. ____ Yes ____ No

c. This action would have significant adverse effects on public health and safety.

_____ Yes _____ No

d. This action will have highly controversial environmental effects. _____ Yes _____ No

e. This action will have highly uncertain environmental effects or involve unique or unknown environmental impacts. _____ Yes _____ No

f. The project will have significant adverse impacts on other natural resources not covered elsewhere in this checklist, e.g., beaches and dunes, wetlands, estuarine areas, wildlife habitat, wild or scenic rivers, reefs, or other coastal resources. _____ Yes _____ No

g. The project will have insignificant effects when performed separately, but will have significant cumulative effects. _____ Yes _____ No

If the answer to any one subpart of 19. is Yes, then an Environmental Assessment (EA) or Environmental Impact Statement (EIS) may be required. For items answered Yes, please attach a description of the resource(s) affected and the nature and scope of the effects.

20. Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. If the proposed project involves the acquisition and/or modernization of real property, will the proposed project cause the displacement of:

- | | | |
|----|------------------|--------------------|
| a. | persons, | _____ Yes _____ No |
| b. | businesses, or | _____ Yes _____ No |
| c. | farm operations? | _____ Yes _____ No |

If yes to any of the above, please explain: the number of displaced persons, including businesses and farm operations; what fair and reasonable relocation payments and advisory services will be provided to any displaced persons; and what provisions will be made to ensure that safe, decent, and sanitary replacement dwellings will be available to such persons within a reasonable period of time prior to displacement.

21. Handicapped accessibility: Will the proposed project be handicapped accessible?

_____ Yes _____ No _____ N/A

If No, attach to this checklist an explanation as to how the project meets ADA handicapped accessibility requirements.

23. Environmental Justice. Will the project have disproportionately high and adverse human health or environmental effects on minority or low-income populations? _____ Yes _____ No

24. State, Local and Tribal Laws. The project is consistent with state, local, and tribal laws to protect the environment. _____ Yes _____ No

25. Required permits: Please list local, state, tribal, or federal permits required for this project and the status of the permits. If the permits have not been obtained, then the Recipient certifies, by signing this checklist, that the Recipient (or other public entity) is seeking the required local, state and federal permits and that work will not begin and land will not be purchased until the permits have been issued and received by the Recipient.

26. Public Coordination

Has the project for which you propose to use CELCP funds been subject to public review and coordination through a public notice or other public review process? _____ Yes _____ No

If "yes," please describe the results of that process and note when the coordination occurred.

If "no," please explain.

OMB Control #0648-0459, expires 4/30/2006. NOAA is requesting this information in order to adequately assess the eligibility of proposed projects. The public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Elaine Vaudreuil, OCRM, 1305 East-West Hwy (N/ORM), Silver Spring, Maryland 20910. This reporting is authorized under P.L. 107-77. Information submitted will be treated as public record. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number.

EXAMPLE: Title Opinion

Title Opinion

Date

RE:

Project Name

I hereby certify that I am a member in good standing of the bar of _____ (state) and have been requested to determine record ownership for the parcel(s) of property to be acquired or for which an easement will be obtained,

(name and brief description of land). After thoroughly examining the public land records or other appropriate records in accordance with laws of _____ (state), I hereby certify that record title to the parcel is held by _____ in (check one)

____ Fee simple absolute

____ Other (specify)

I have determined that there are (check one)

____ No easements or other encumbrances on the property

____ Easements or other encumbrances on the property (list below or attach)

Other Comments:

Signature

Bar Number (must include)

Name: _____

Telephone Number

Address: